

ADMINISTRATIVE MEMORANDUM

SUBJECT Long-Range Planning

NUMBER 74

DATE 12/17/76

The long-range plan adopted by the Board of Governors last spring provided for its annual revision and extension. The 1977 edition of the plan will cover the period 1977-78 through 1981-82. Since my last memorandum to you on this subject, progress made on several planning studies now in hand, and in our review of teacher education and health professions programs, has enabled us to provide more particulars with respect to the schedule for filing and processing various elements of the plan for 1977. The schedule as it now stands is as follows:

1. Each Chancellor, after appropriate consultation with the faculty of the institution, will submit proposed revisions in the academic program plan of the institution for the next five years, and proposed changes in the institutional mission of the institution, including:
 - a. Status reports on all new programs that were authorized for planning in the 1976 long-range plan. These should be in this office by January 17, 1977. These reports should be brief, not more than one page per program except under unusual circumstances. (A sample format for your use is attached.)
 - b. Requests for authorization to plan new degree programs. These requests should be in this office by February 18, 1977. Requests for authorization to plan should include pertinent information on projected student demand, current market demand or manpower requirements, resources available, additional resources required, possible racial impact, and a statement relating the proposed program to institutional mission and to currently authorized academic programs. (A suggested format for your use is attached.) Compelling reasons should be clearly demonstrated for requesting programs in Discipline Divisions in which programs are not currently authorized.
 - c. Requests for the discontinuation of existing degree programs or program tracks. These should be in this office by March 18, 1977.

- d. Requests for the establishment of new colleges or professional schools, or proposals for major reorganizations in the structure or status of existing colleges or schools. These should be in this office by March 18, 1977.
2. With the aid of a Title I grant, members of the General Administration staff have been engaged for some time in a study of the continuing education and public service activities of the constituent institutions of The University, the needs of the State for such activities, and the best means of fitting The University's performance to the State's needs. One or more members of the staff of each of your institutions have helped us with this study and have been kept informed of progress on it. Phase I of the study is now done and work has been started on Phase II. The results of this study will contribute substantially to the development of this principal new element of the 1977 long-range plan.

You will receive in the near future a request for current information on your continuing education and public service programs. Visits by members of the General Administration staff to the campuses to talk with administrators of these programs are planned. You will be asked to set forth for the benefit of the Board of Governors your conception of the proper future roles of your institution in continuing education and public service. Drafts of materials prepared here will be circulated to you for comment before being submitted to the full Board. We hope to have this element of the plan ready for submission to the Committee on Educational Planning, Policies, and Programs of the Board of Governors by about April 1, so that the Planning Committee and Board of Governors may act upon it by May of 1977, as a part of the long-range plan.

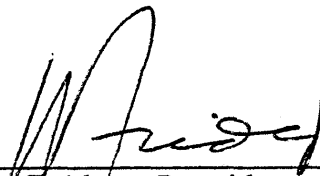
The product of this study will be two-fold: (1) an extensive, special report on the study and (2) a chapter in the long-range plan for 1977-82 which describes generally the current continuing education and public service commitments of The University, establishes the objectives of The University in continuing education and public service, defines the roles of the respective institutions in those fields, and prescribes policies and procedures for the orderly, non-duplicative maintenance and development of those fields of activity within The University.

3. After consultation with you, with the State President of the Community College System, and with the representatives of the private colleges and universities, revised enrollment projections for the next five years for each of our constituent institutions will be prepared for incorporation into the long-range plan.
4. If we are able to continue to meet the schedule established for our review of teacher education programs and certain health

professions programs, the results of these studies will be incorporated fully into the 1977 revision of our long-range plan. The studies will probably contain specific recommendations for improvements in some programs, for expansion or reduction of certain programs, or, where appropriate, for the initiation of new programs or for the discontinuance of programs. Drafts of each section of these reports will be circulated to each of you during the spring as they are completed, prior to the preparation of the final reports and recommendations to the Board of Governors. (A sequence for program review is attached.)

5. The Academic Program Inventory will be revised and republished early in 1977.

Questions have been raised as to whether the 1977 edition of the long-range plan will take the form of a supplement to the 1976 edition or an entirely independent new document. Our current intention is to take the latter course unless the pressures of time make it impracticable. The 1977 edition of the plan will bring forward in abbreviated form the relevant historical and descriptive matter found in the 1976 edition; describe the constraints, assumptions, and projections affecting planning for higher education; declare the goals, tasks, and objectives of The University; restate (with revisions and extensions) the statements of institutional mission (including degree programs and continuing education and public service activities); and reiterate with some refinements the procedures for annual revision of the plan.



William Friday, President

REPORT ON PROGRAMS AUTHORIZED FOR PLANNING IN
LONG-RANGE PLANNING, 1976-1981 (April, 1976)

Date: _____

Instructions: Complete this data sheet for each program authorized for planning in Long-Range Planning, 1976-1981, approved by the Board of Governors April, 1976.

HEGIS Number and Title of Program Authorized for Planning: _____

I. If authorized for establishment by the Board of Governors, give the date of authorization in the space provided and answer questions below:

_____ date authorized for establishment

- a. Are students enrolled in the program? Yes ____ No ____
- b. If yes, how many? _____
- c. If no, when will first students be enrolled? Give projected semester and year: _____
- d. Project date when first students will be graduated from this program: _____
- e. Have faculty members been added to teach in this program? List rank, salary, and date of employment of each.

<u>Rank</u>	<u>Salary</u>	<u>Date of Employment</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. If the program is not yet authorized for establishment, please answer the questions below:

- a. Has the program proposal been forwarded to the President? Yes ____ No ____
- b. If not, has a program proposal been drafted? Yes ____ No ____
- c. If yes, describe the on-campus route of approval for program proposals and indicate what person or group is currently considering the proposal.

REQUEST FOR AUTHORIZATION TO PLAN
NEW DEGREE PROGRAMS

Date: _____

Authorization is requested to plan a new degree program in _____
_____ at the _____ level with program tracks as follows:
Number and Title

Proposed date of initiation: _____

Educational Objectives: _____

How is proposed program related to university mission, mission of proposing
institution, and the currently-authorized programs of the proposing institution?

Project enrollment for 5 years and give bases of projection: _____

Project demand for graduates and give bases of projection: _____

Expected Racial Impact: _____

Approximately what new resources will be needed: _____

Appendix 3

TEACHER EDUCATION REVIEW PROGRAM

Project Sequence

1. Information submitted by institutions by end of February, 1977.
2. Information summarized and returned to institutions for accuracy check and validation.
3. Institutions validate information summary.
4. Data analyzed by Program staff and consultants. Observations and interpretations shared with institutions for review and comment.
5. Institution response to analysis and interpretations of data.
6. Initial recommendations drawn by Program staff and shared with institutions for review and comment.
7. Institution response to initial recommendations.
8. Final recommendations and report to Planning Committee of Board of Governors.
9. Board of Governors Committee review and submission to Board of Governors.
10. Action by Board of Governors.
11. Implementation activity.